



## DUTY STATEMENT

<b>Classification:</b> Information Technology Specialist II		<b>Position Number:</b> 835-187-1414-001
<b>Division/Office/Section:</b> AFITS / Information Technology Services Branch / Information Security Office		
<b>Location:</b> Sacramento	<b>Effective Date:</b> [REDACTED]	
<b>Employee's Name:</b> [REDACTED]	<b>Supervision Exercised:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Supervisor's Name:</b> Henry Muesse		
<b>Collective Bargaining Identifier (CBID):</b> R01		

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to department policies and procedures regarding attendance, leave, and conduct.

### POSITION DESCRIPTION

Under the general direction of the Information Security Officer (Information Technology Manager I), the incumbent works within the department's Information Security Office in support of the mission of the department through continuous improvement of the department's information security program and dedication to protecting the confidentiality, security, and availability of department information resources. Areas of responsibility include cloud and on-premises information security technology systems and services, information security operations and incident response, information security audits and assessments, information security policy and procedure, and information security compliance and reporting.

The incumbent functions as a lead, and works independently as a high-level technical specialist, on the most complex information security engineering and system engineering projects. The incumbent develops technical documentation, prepares reports, organizes and facilitates meetings, and frequently communicates technical ideas and concepts verbally and in writing to other technical staff and management as well as program staff and management.

Duties of this position fall primarily under the Information Security Engineering and System Engineering domains.

### ESSENTIAL FUNCTIONS

- 40% Information Security Technology Systems and Services.** Research, evaluate, plan, implement, configure, maintain, update, monitor, and troubleshoot information security technology systems and services, including cloud systems and services, on-premises systems, third-party services, and server and desktop information security protective technology systems. Act as an Information Security Office lead for cloud directory services, identity protection services, and access management services. Act as an Information Security Office lead for cloud advanced threat protection systems designed to detect and investigate advanced threats, compromised identities, and malicious actions directed against the department. Provide information security advisory services to senior information technology staff implementing new, or upgrading, information technology systems, products, and services.
- 20% Information Security Operations and Incident Response.** Monitor and analyze department information security posture utilizing information security system administrative centers, alerts, reports, and logs, as well as alerts and threat intel from information security partners such as the CDT SOC and the Cal-CSIC. Perform ongoing assessments of information security risk and evaluations of information security controls effectiveness. Lean or provide support for incident response, recovery, remediation, and reporting.
- 10% Information Security Audits and Assessments.** Provide analysis and advisement related to, participate in strategic planning and preparation for, provide support during, and participate in remediation efforts following state mandated information security audits and independent assessments.
- 10% Information Security Policy and Procedure.** Participate in state information security policy and procedure development meetings and workshops. Develop and participate in developing and implementing department information security policy, procedure, process, and standards.

- 10% Information Security Compliance and Reporting.** Provide review, analysis, and advisement regarding state information security policy, standards, guidance, letters, and related government code and regulations, and provide support for associated compliance actions and reporting.

#### MARGINAL FUNCTIONS

- 5% Continuing Education.** Actively pursue continuing education to assure knowledge, skills, and technical competencies are kept up to date, and to stay abreast of emerging technologies and evolving best practices through training courses, self-directed education resources, and independent study.
- 5% Other Duties as Required.** Other duties may include but are not limited to: occasionally provide or participate in providing brief presentations on information security topics to IT staff; attend agency and statewide information security related meetings; provide training and mentorship to information security staff.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation:  <b>Employee Signature:</b>	<b>Date:</b>
I certify that the above accurately represent the duties of the position:  <b>Supervisor Signature:</b>	<b>Date:</b>
<b>PERSONNEL USE ONLY: This personnel transaction has been reviewed and approved by:</b>	
<b>C&amp;P Analyst:</b>	<b>Date Approved:</b>

**SPECIAL REQUIREMENTS OF POSITION (IF ANY):**

- ☒ Designated under Conflict of Interest Code. Disclosure category 8
- ☐ Duties performed may require annual physical.
- ☐ Duties require participation in the DMV Pull Notice Program (drives on state business 6 or more time per month).
- ☐ Requires the utilization of a self-contained breathing apparatus.\*
- ☐ Operates heavy motorized vehicles.\*
- ☐ Requires repetitive movement of heavy objects.\*
- ☐ Performs other duties requiring high physical demand.\* (Explain below)

\*May require a pre-employment medical examination.

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**ESSENTIAL FUNCTIONS OF POSITION:**

- ☒ **VISION** – You must have sufficient vision to perform the following duties: Work on a computer screen, review printed items, view material on large screens at meetings.
  - ☒ **HEARING** – Your hearing must be sufficiently acute to perform following duties: Communicate with customers, peers, and management.
  - ☒ **SPEECH** – You must have sufficient ability to speak to perform following duties: Communicate with customers, peers, and management.
  - ☐ **CARDIAC/CIRCULATORY SYSTEM** – Your cardiac/circulatory system must be in sufficient condition to perform the following duties:
  - ☐ **RESPIRATORY SYSTEM** - Your respiratory system must be in sufficient condition to perform these duties:
  - ☒ **ORTHOPEDIC** – You must have the ability to use the following selected body parts – a. neck, b. shoulder, c. arm, d. elbow, e. wrist, f. hand, g. finger, h. spine, i. back, j. hip, k. leg, l. knee, m. ankle, n. foot, o. toe, to perform the following duties: use computer (a, b, c, d, e, f, g); attend meetings (h, i, j, k, l, m, n); and, use of appropriate body parts to perform other duties of this position
  - ☒ **MANUAL DEXTERITY** – You must be able to perform the following duties involving manual dexterity: Use a keyboard and mouse and/or write notes with pen and paper, make cable connections, manipulate small computer parts, etc.
  - ☒ **BENDING, STOOPING, KNEELING** – You must be able to bend at the knee or waist, stoop, and kneel to perform the following duties: Move and install computer equipment.
  - ☒ **SITTING OR STANDING** – You must be able to sit or stand for extended periods of time to perform the following duties: Attend meetings, sit and/or stand at desk while working.
  - ☒ **LIFTING** – You must be able to lift up to 30 pounds to perform the following duties: Move and install computer equipment.
  - ☒ **CONCENTRATION** – You must be able to continuously concentrate to perform the following duties: Focus on detailed coding tasks; problem solving and troubleshooting; technical writing; listening to customers, peers, and management; online learning, etc.
  - ☐ **EQUILIBRIUM/BALANCE** – You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
  - ☐ **LOSS OF AWARENESS OR CONSCIOUSNESS** - You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
  - ☐ **CONTAGIOUS OR COMMUNICABLE DISEASE** - You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
  - ☐ **DRIVING OR OPERATING DANGEROUS EQUIPMENT** – You must be able to drive or operate dangerous equipment to perform the following duties:
  - ☐ **Do you have any other physical or mental condition or limitation not listed above that prevent you from performing the essential functions of this position as described in this job description?**
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**EMPLOYEE CERTIFICATION**

- ☐ Yes. I am able to perform all of the above listed essential functions of the position, and have no physical or mental condition or limitation that prevent or otherwise impair me from doing so.
- ☐ Yes, I am able to perform all of the above-listed essential functions of the position, but will require reasonable accommodation in order to do so.
- ☐ No, I am unable to perform one or more of the above-listed essential functions of the position, even with reasonable accommodation.
- ☐ I am not sure if I am able to perform on or more of the above-listed essential functions of the job.

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Signature

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Date